

CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720
PLANNING COMMISSION PUBLIC MEETING AGENDA

MONDAY, AUGUST 9, 2021 AT 6:00 PM in the Council Chambers, City Hall

- A. Call to Order/Pledge of Allegiance
- B. Roll Call
- C. Inquiry into Potential Conflicts of Interest
- D. Approval of Agenda
- E. Approval of the Minutes
 - 1. July 12, 2021 Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Work Session: Future Land Use Mapping
- H. Old Business
- I. Staff Updates
- J. Requests For Next Months Agenda or Research Items
- K. Adjournment

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CITY OF CHARLEVOIX

Approval of the Minutes

TO: Planning Commission

FROM: Dean Martin, Community Development Fellow

SUBJECT: July 12, 2021 Minutes

DATE: August 9, 2021

BACKGROUND

The draft minutes from the July 12, 2021 Planning Commission meeting are included for review and approval.

ATTACHMENTS:

- ▣ July 12, 2021 Planning Commission Draft Minutes

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, July 12, 2021 - 6:00 p.m.**

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Waddell.

B. Roll Call

Chair RJ Waddell

Members Present: Sherm Chamberlain, Annemarie Conway, Toni Felter, Mary Millington, Jennifer Muladore, Emma Suarez Pawlicki

Members Absent: David Gray, Reid Beegen

Staff Present: Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator; Dean Martin, Community Development Fellow

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Chamberlain, second by Member Millington to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. June 14, 2021 Meeting Minutes

Motion by Member Felter, second by Member Muladore to approve the minutes of June 14, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Accessory Building Standards

Chair Waddell recalled that accessory buildings were allowed in all zones; accessory buildings that someone can live in are permissible in R-1 zoning, but they cannot be rented, and they cannot have a kitchen; and accessory buildings that someone can rent and live in are permissible in R-2 zoning.

Zoning Administrator Scheel proceeded to review the City of Napa's *Residential Design Guidelines* and the sample *Residential Building Architectural Building Standards* for Charlevoix including architectural building standards, aesthetic standards, and regulations that give them the look that they like about Charlevoix. He felt that the discussion should be about how broad or narrow they want to make the regulations and if they want regulations at all on accessory dwelling standards. He suggested that they also did not want to over-regulate to not deter new construction.

Member Chamberlain felt that they should be focused on scale issues and setbacks rather than the actual design and the relationship of accessory dwelling units to the primary residence and neighboring properties. Chair Waddell noted that the complaints have been on the way they look, they look too crowded or out of place, or too much on one lot. He stated that they have not had any complaints about density or parking.

Zoning Administrator Scheel questioned if it was just as important to have scale to the individual lots and architectural considerations similar to the existing house as it was to have scale to the neighborhood. After discussion, he summarized that the Commission wanted to keep the discussion narrowed to accessory dwellings and not other accessory buildings, with form-based code, and regulating a use rather than a structure. Member Felter commented that they should look at all accessory buildings not just accessory dwellings. Discussion continued regarding various examples of accessory dwellings and structures. Chair Waddell stated that the Commission wanted to look at controlling the look of accessory dwellings, scale and harmony to the individual lot and the neighborhood, and exemptions for accessory buildings of a certain size.

H. Old Business

1. Master Plan Update

Planner Neal reviewed the progress on the development of the updated Master Plan. She stated that 45% of the housing stock is 70 years old or older, 55% is detached single family homes, and the City is largely built out without much vacant land to develop. She proceeded to review the proposed Chapter 4, Housing and Neighborhoods, historic tax credits, home improvement grants, impact of short-term rentals on the housing market, infill development, tools to use to expand housing options, and the Redevelopment Communities process.

Planner Neal reviewed locations identified for neighborhood redevelopment and infill including: the Community Reformed Church, Pine River Place Apartments, and several parcels on both the east and west side of May Street. Member Millington questioned if the Commission or staff were going to approach these property owners with what could be done with their properties. Planner Neal stated that would be the next step. Discussion followed regarding topics for the August meeting including reviewing the Land Use Maps as a work study.

Planner Neal stated that in April they had a stakeholder meeting and Steve Schnell created a Housing Action Plan 2021 as a follow-up document. It included several Planning Commission recommendations. Chair Waddell referenced page 13 of the document which including the recommended zoning updates for Housing-Friendly Zoning.

I. Staff Updates

Chair Waddell explained that per the Open Meetings Act, Commission members must be physically present at the meeting to participate. He reported that Jennifer Neal's last day was Wednesday, and Fellow Martin would be assisting with getting the agenda items together for the next meeting.

J. Request for Next Month's Agenda or Research Items

Chair Waddell stated that Zoning Administrator Scheel would bring some architectural language and form-based code dealing with accessory buildings, and they would do a work study on zone maps.

Zoning Administrator Scheel stated that the City hired a part-time Zoning Enforcement Officer who has been sending out notices as needed and working on the sidewalk inventory as well.

K. Adjournment by 8:00 p.m. Unless Extended by Motion

Meeting adjourned at 7:58 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Zach Vega, Networks Northwest

SUBJECT: Work Session: Future Land Use Mapping

DATE: August 9, 2021

BACKGROUND

The future land use map identifies land uses most appropriate for a particular part of the community for the next 10-25 years. This map takes into account recent, and anticipates future, changes in the community and how the built environment can be effectively managed to facilitate those changes in a sustainable manner. The Future Land Use Map and its incorporation into the City of Charlevoix's 2021 master plan update will guide many of the community's planning and zoning decisions in the coming years. While not an official map per se, the Future Land Use Map is an important record for the City and is a required feature of the master plan.

ATTACHMENTS:

- ▣ Future Land Use Mapping Packet

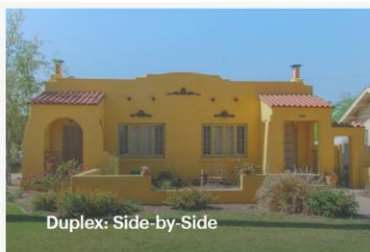
Missing Middle Housing

“The Missing Middle Housing types provide diverse housing options, such as duplexes, fourplexes, cottage courts, and multiplexes. These house-scale buildings fit seamlessly into existing residential neighborhoods and support walkability, locally-serving retail, and public transportation options. They provide solutions along a spectrum of affordability to address the mismatch between the available U.S. housing stock and shifting demographics combined with the growing demand for walkability.

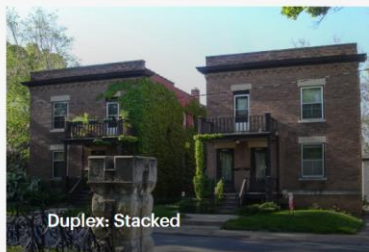
The majority of Missing Middle Housing types have 4-8 units in a building, or 4-8 units on a lot in the case of a cottage court. Most Missing Middle building types are 2 to 2.5 stories in height, with the exception of the cottage court at 1.5 stories. They have a maximum of one off-street parking space per unit.

Upper Missing Middle Housing types typically have 12 units per building, with a maximum of 19 units. These are typically deeper buildings, and 3-4 stories in height. These buildings should be treated as a separate category of Missing Middle, and used very carefully in low-to-moderate intensity neighborhoods or more liberally in higher intensity neighborhoods. Carriage houses (also known as Accessory Dwelling Units or ADUs) are not a Missing Middle housing type but can be a useful tool in increasing housing access and affordability without changing the community’s physical character.”

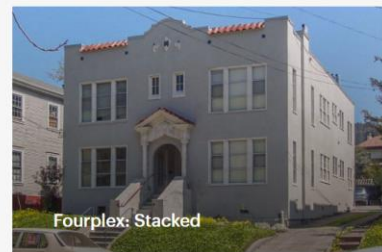
-Missing Middle Housing (missingmiddlehousing.com)



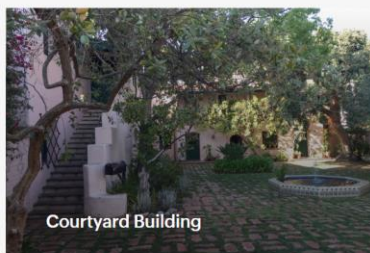
Duplex: Side-by-Side



Duplex: Stacked



Fourplex: Stacked



Courtyard Building



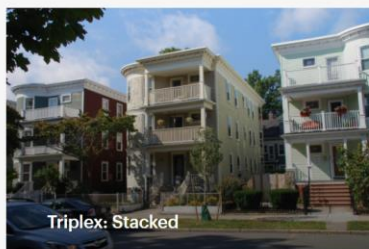
Cottage Court



Townhouse



Multiplex: Medium



Triplex: Stacked



Live-Work

Chapter 4. Charlevoix Tomorrow

4.1 Introduction

When planning for future land uses and development, communities throughout Michigan are faced with difficult decisions. Shaping a community's future is further complicated by changing economic conditions and the inability to predict market demand for certain land uses. In addition, there are sometimes differing opinions among community stakeholders, such as property owners, elected officials, the development community, and the general public. Even though these obstacles exist, communities who do not plan are more likely to experience decreasing property values, incompatibility among land uses, infrastructure and transportation problems, and they are less likely to retain and attract businesses.

This chapter helps define how the City's land uses are to be shaped in the future. It is important to note that future land uses may be subject to change based on emerging market, or economic factors. In some cases a change in land use for a particular area or tract of land is an appropriate and beneficial decision for a community. In other cases it may not be.

The future land use map is found on two pages, one for the south side and one for the north side of Charlevoix. In most cases it matches current land uses, or zoning district boundaries. However, for some areas changes are recommended to address specific issues, to ensure compatible land uses, or to better reflect master plan goals.

Section 4.2 describes existing residential conditions and then recommendations are outlined. Similarly, Section 4.3 describes existing non-residential areas, including commercial and industrial, and then a future direction is outlined. In Section 4.4, a zoning analysis matrix is included comparing existing zoning districts to potential new districts. Finally the City's transportation system is analyzed, evaluated and recommendations are made in Section 4.5.

DISTINCTIONS BETWEEN MASTER PLAN MAPS

It is very important for the public to understand the differences among the various maps utilized in the Master Plan. The current land use map, future land use map, and existing zoning map in this plan are unique and may show different uses for the same lot or neighborhood. For example, the current land use map may show one particular lot as residential if it has a home on it, even though it is identified as commercial on the zoning map. This means the property could be used as commercial if the homeowner wanted to sell or convert the home into a commercial use. The future land use map identifies the use that the City feels is the most appropriate for a lot or neighborhood in the future based on several factors. The future land use map can be used as a tool for future rezoning, or establishing land use regulations, so that the City can evolve and be developed in a manner consistent with overall goals of the community.

****Future Land Use Map on Next Page****

4.2 Current and Future Residential Land Uses.

CURRENT RESIDENTIAL LAND USE

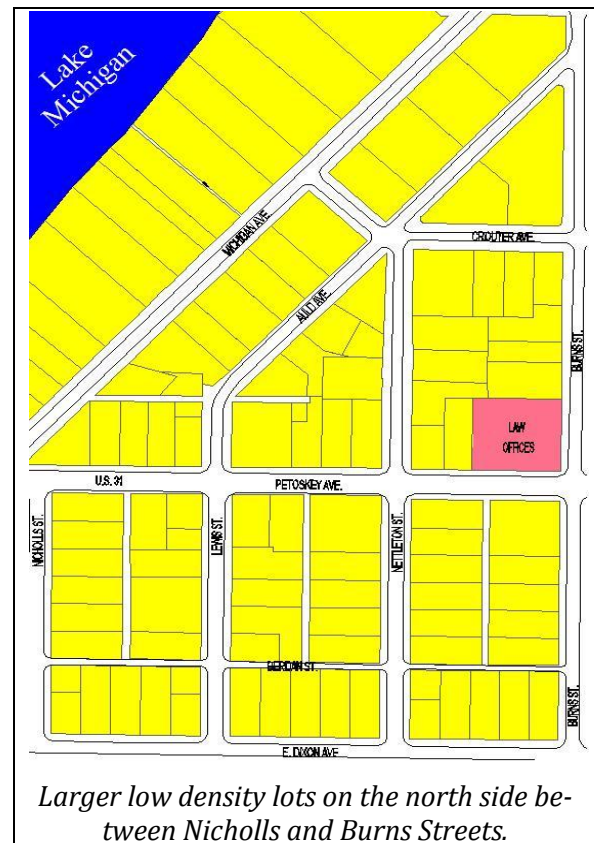
The City's residential areas are very diverse in terms of lot and home size, and density. The vast majority of neighborhoods were established prior to zoning and the parcel division ordinance. This has resulted in a variety of lot sizes and dimensions. In addition, most homes were constructed before zoning, so their location on their lots may vary and lack consistency. From a zoning standpoint, the resulting differences in setbacks create numerous nonconforming structures.

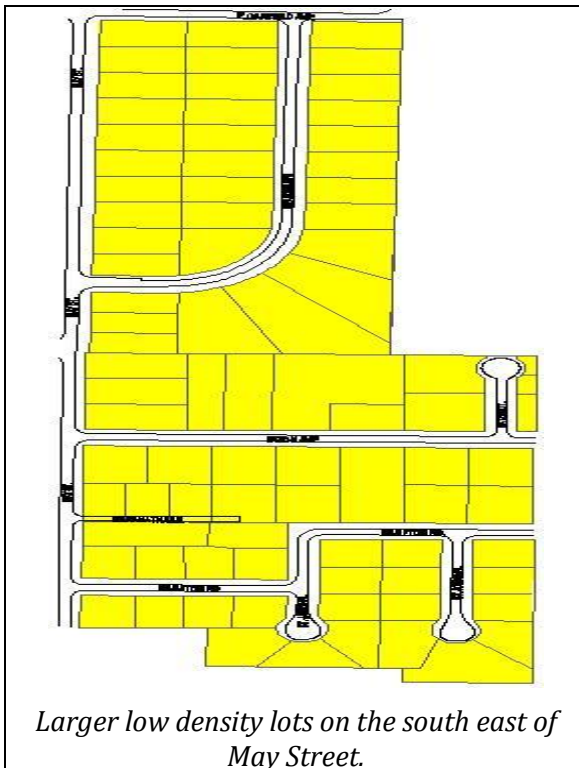
On average, smaller residential lots are located on the City's south side, between Park Avenue and West Garfield and Bridge Street extending west to Lake Street. The smallest are around 6,000 square feet and larger ones average about 11,000 square feet. These lots range in density from 4.5 to 6.5 units (single family homes) per acre.



Larger residential lots are located on the north side of the City and also on the south side, east of May Street. Examples of these lots and associated neighborhoods are shown on the diagrams below.

Larger parcels range from 10,000 to 40,000 square feet with even larger lots scattered throughout. These residential areas average 2.5 to 3.5 units (single family homes) per acre. Due to curved streets and varying intersection angles there are also numerous irregularly shaped lots. Some smaller lots, created prior to current development regulations, are inconsistent with these traditional neighborhoods.





High density residential areas include condominiums, apartments, and townhouses located throughout the City. Most condominiums are on the south side of Round Lake and along Ferry Avenue adjacent to Lake Charlevoix. To the north of the Memorial Bridge, multiple developments include condominiums, but there are also hotels, including the Edgewater, Weathervane Terrace, and Points North. Apartment buildings are primarily in the 1000 block of May Street, with several others on the north side and Hillcrest Apartments on West Hurlbut.



FUTURE RESIDENTIAL LAND USE

LOW DENSITY RESIDENTIAL

Low-Density Residential areas primarily reflect the existing pattern of single family neighborhoods at the edges of the City, the north side and the previously described area east of May Street. While most residential development in Charlevoix is fairly mature, Low Density areas reflect more recent, large lot development trends. Densities are typically less than 5 units per acre and any new development should consider both the density and character of neighboring properties and the average density of the area. Low Density areas should serve as transition districts between more dense residential development in the City and newer, large lot development in the township. A continuation of this pattern at Charlevoix's perimeter is appropriate, provided attention is paid to neighborhood connectivity and walkability.

Since lot sizes vary greatly in this category, maximum size requirements for structures may need to be considered so that any future development is consistent with the surrounding neighborhood. This will prevent homes and structures that are inconsistent with existing and expected traditional development patterns.

MEDIUM DENSITY RESIDENTIAL

Medium Density Residential includes smaller lot single-family neighborhoods. Lot and home sizes are smaller, which will require shallower setback dimensions and greater lot coverage. Infill development is appropriate in these areas provided there is consistency with the placement of structures. Since the lot sizes are smaller and only certain blocks have alleys, special zoning considerations will have to take into account the size and placement of accessory structures, like garages.

MEDIUM DENSITY MULTI-FAMILY RESIDENTIAL

Medium Density Multi-family Residential includes two-family, and multi-family dwellings, at densities less than 13 units per acre. Such uses may be appropriate as buffers between single family neighborhoods and non-residential areas located along major streets. In addition, they may also be appropriate for larger in-fill sites, or along the waterfront, if designed properly to protect viewsheds, complement the scale of the surroundings, and reflect surrounding, established architectural character. Creative site planning techniques such as clustering, interconnected open space, and pedestrian linkages (particularly to Round Lake and Lake Charlevoix) should be incorporated to the extent possible. Consistent front setbacks, rear or side yard garages, building orientation to the street, and a grid street pattern should be reflected in any future development. A pattern that is consistent and aligns with the character areas will help maintain Charlevoix's strong sense of community, quality of life, and neighborhoods.

HIGH DENSITY RESIDENTIAL

High Density development, at 13 units per acre or more, will likely be limited to multi-

ple family (either apartments or condominiums). Similar to Medium-Density Multi-Family Residential, these higher density developments can be used as transition areas, or for in-fill. However, care should be taken to ensure development at this level of intensity is designed to blend with and not dominate its surroundings. Open space, connectivity and walkability are its essential components. This district does not contemplate, or consider any high rise buildings, which should not be permitted.

There are a number of condominium and hotel developments within the City that are used as rental units and may have separate ownership, which is typical for the local resort economy. These developments have different demands for parking, intensity of use, and impacts on the transportation system. Some hotel developments, including the Weathervane Terrace, have expressed their concern over the ability to revert to a less intense condominium or high density residential use based on changes in the economy, or the preference of their owners.

PRIVATE CLUB RESIDENTIAL

Compared to other traditional single family residential neighborhoods, the Belvedere and Chicago Clubs are unique. The associations own the land and accessory buildings, including boat houses and meeting halls, while individuals own the homes. Each club has individual design and review standards for structures, which is also not typical of traditional single family neighborhoods. Because of these unique circumstances, future zoning regulations must continue to balance club interests with those of the broader community.

4.3 Current and Future Non-residential Land Uses.

CURRENT NON-RESIDENTIAL LAND USE

Despite its small town scale, Charlevoix has five distinct commercial development districts, segments or nodes, distinguished from one another by their predominant use and development character.

HIGHWAY/REGIONAL COMMERCIAL (MARION CENTER ROAD TO CARPENTER STREET)

The intersection of US-31 and M-66 near the Charlevoix Airport has a dominant regional/highway orientation. Large strip development, national restaurant chains and convenience stores, gas stations, banks, and other auto-oriented uses provide goods and services to tourists and residents, as well as the surrounding townships. Buildings are primarily single story and set back 75 feet or more from the roadway. Parking dominates the remainder of the lot and there are limited, if any, connections between adjacent developments.

MIXED LOCAL SERVICE COMMERCIAL/RESIDENTIAL

The character of development along US-31 south of downtown reflects an area in transition, introducing local service commercial into the once primarily residential corridor. Historically, this roadway was lined with early 20th century homes, much like those found in abutting neighborhoods. While many of these homes still exist, some have been converted to nonresidential uses (offices or other businesses). Over time non-residential infill development has occurred where homes were removed or vacant land between residences became available.

Nonresidential uses in the corridor include a variety of offices, local retail, and a church and school. Most of this development has

mimicked the setbacks and pattern of residential development along the corridor reasonably well. However, some infill development is significantly out of character. Parking lots and landscaping between the roadway and buildings are minimal. Strip commercial architecture interrupts the rhythm of the corridor.

DOWNTOWN CHARLEVOIX (FROM HURLBUT AVENUE TO THE PINE RIVER CHANNEL)

Downtown Charlevoix is the retail, cultural, and historic heart of the region. Most of downtown consists of traditional one to three story attached structures built to the sidewalk's edge. The exception is Oleson's Plaza, which is a strip-style development. Bridge and East Park afford public access to Round Lake and the marina. Much of the business community (mainly restaurants and retailers) caters to the Charlevoix's explosive influx of summer tourists. However, a variety of offices and personal service establishments are oriented mainly to local residents.

HOSPITALITY COMMERCIAL (PINE RIVER CHANNEL TO DIXON AVENUE)

While downtown Charlevoix extends a short distance across the Pine River Channel, the character north of the channel is decidedly different from the downtown core. Hospitality related uses including hotels, bed and breakfasts, and restaurants, rather than retail and office uses, lend a residential character to the corridor and blend with homes in surrounding neighborhoods. This transitional area features buildings set close to the roadway and includes elements of residential character including landscaped front yards, street trees, and pitched roofs.

*MIXED LOCAL SERVICE COMMERCIAL/LIGHT INDUSTRIAL RESIDENTIAL
(FAIRWAY DRIVE TO MARTIN ROAD)*

The US 31 corridor between Mercer Road and Martin Road is a mix of rural residential with scattered commercial and light industrial development. The C&O Club, Charlevoix Industrial Park, and Charlevoix Golf Club flank the corridor. Most nonresidential buildings are set 100 feet or more from the roadway and exhibit varied and not entirely harmonious construction styles. While most of this corridor is located in Charlevoix Township, the development pattern influences the perceived character of the City.

FUTURE NON-RESIDENTIAL LAND USE

REGIONAL COMMERCIAL

Given the existing development pattern, high traffic volumes, excellent visibility, and proximity to the airport, the area surrounding the intersection of US 31 and M 66 is well suited for intense Regional Commercial, including highway commercial or auto-oriented uses. The following elements should be considered for such development:

- This area is a major gateway into the community. Site design and building standards should be followed, and continually updated to ensure future development reflects an appropriate image for Charlevoix. Residents and visitors should be greeted with a first impression of a distinct, attractive, quality-conscious community, different from the monotonous repetition of every other place. This can be accomplished through zoning requirements and by introducing gateway elements, such as “welcome” and wayfinding signs, special landscape treatments, public art, etc.
- Since the continued development and promotion of downtown Charlevoix is

identified as a priority, uses allowed along US 31 near M 66 should be of a different type and scale than those found downtown. The two commercial areas should be distinct from one another to avoid duplication and undue competition. Both districts can thrive, if they retain their individual focus.

- The City should coordinate future land use plans with Charlevoix Township to prevent sprawl along US 31 and M 66 and to develop a unified character across community borders. Redevelopment of existing sites over new “greenfield development” should be encouraged.
- Access management requirements should be established through the zoning ordinance (possibly as an overlay district). Service or frontage roads, parking lot connections, shared driveways, and other techniques will ensure safe, convenient, and coordinated access to businesses, while protecting the traffic-carrying capacity of US 31 and M 66 and minimizing conflicts.

MIXED USE

This style of development promotes blending businesses and dwellings within the same site, or building. Low-intensity businesses and institutions that serve nearby neighborhoods are appropriate, such as offices, small convenience stores, and personal service establishments.

Three areas of the City that currently exhibit a variety of uses should retain that mixed use character. These locations are: 1) Along Bridge Street from Carpenter Avenue to Hurlbut Avenue; 2) north of downtown on US 31 from the Channel to Dixon Avenue, and 3) from the south shore of Round Lake to Belvedere Avenue. These mixed use corridors should retain their current character of relatively low intensity office, condominium, single family and service uses.

Future nonresidential development along the corridors should reflect a residential character to blend with Charlevoix's well-established neighborhoods, east and west of US 31. Site development and building design elements of a high-quality residential atmosphere – pitched roofs, parking to the rear or side of the structure, well-maintained front yards and streetscape, entrances and windows facing the public street, and pedestrian amenities – should be incorporated into future development.

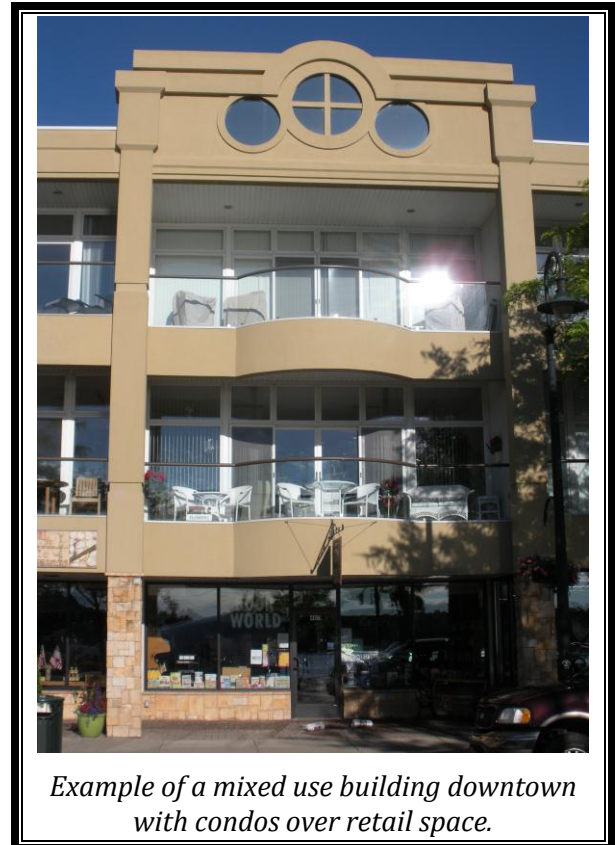
CENTRAL BUSINESS DISTRICT

Downtown should retain its position as the activity hub, not only for the City but the surrounding area. Rather than expanding its geography, attention should instead focus on continued infill development, redevelopment, and revitalization projects, streetscape and landscaping enhancements, and continued support for building façade improvements.

The ultimate mixed use district, downtown should contain a mix of retail, service, office, residential, public, and entertainment uses, as well as special uses that are found to create pedestrian traffic and promote a vibrant community environment. Retail, services and entertainment uses should be located at street level to enhance their visibility and pedestrian access. Other uses such as offices and residential, while important to the health of the business district, should be confined to upper floors of downtown buildings.

Upper level residential uses, in particular, are important to add energy and density to the downtown. While downtown Charlevoix is surrounded by residential neighborhoods, within easy walking distance of the business district, the addition of loft apart-

ments will inject a needed residential option to further support the vitality of the central core.



Attention to pattern and form in the downtown is as important as compatibility of use. New development should complement the established character. A consistent edge should be maintained along the street frontage with buildings built to the sidewalk. Parking should be located to the rear of buildings, ideally in central locations to serve entire blocks or sectors. Where parking is visible to the street, an attractive edge of landscaping or a low wall should be provided.

Building façades should be divided into smaller bays to maintain a rhythm of storefront patterns along the street to retain the

pedestrian scale. A consistent height, preferably two to three stories, should be maintained and reflected in appropriate development regulations.

Where feasible, rear access to businesses should be considered from central parking lots, often located behind downtown buildings. However, such access is not always possible due to building layout, location of storage rooms or because of security concerns. In any case, primary access should remain at the front to promote interaction among businesses and promote the street level activity that is essential to the health of the downtown.

The 2007 Downtown Blueprint and 2015 Market Study provide guidance and strategies for the future of downtown Charlevoix. The City should continue to work with the Downtown Development Authority to facilitate the recommendations and actions of the Blueprint as well as the preferred streetscape improvement alternatives for downtown area roadways.

EMPLOYMENT AREAS

Two areas of Charlevoix are natural attractors for employment opportunities; 1) the area surrounding the Charlevoix Municipal Airport, and 2) the Norman Ance Industrial Park located on Ance Road and Taylor Road north of US-31. The City should work with the township toward a mutually beneficial plan for standardized zoning and expansion of the industrial park.

A growing trend in business park development is to better integrate employment areas with the rest of the community. Certain enhancements should be explored, such as pedestrian connectivity with nearby restaurants, businesses and neighborhoods; improved streetscapes and landscape stand-

ards. Design standards addressing building materials and facades should also be considered.

Greater flexibility should also be considered for the future expansion of the City's employment districts. A wider variety of potential uses such as office, research and development, laboratories, light industrial/manufacturing, and service commercial can act to stimulate development. Supporting green efforts such as on-site alternative energy generation, coordinated recycling, innovative stormwater management practices, and LEED building certification and construction practices could attract new users to the industrial park. High speed internet and fiber optic systems being installed throughout the industrial park could also spur economic development in the form of software companies, E-commerce (internet based sales), and even home based businesses.

CHARLEVOIX AREA SCHOOLS

Recently, the Charlevoix Public Schools system has had to undergo changes related to falling attendance numbers. Charlevoix Middle School was closed and students consolidated in the elementary and high schools. As of the adoption of the plan, the school system has set up a committee to investigate further facility actions, including the possibility of relocation, as now the elementary school is in need of extensive repairs. City officials or committee members should seek to be involved in this process as the future use of the large properties owned by the school system will almost certainly have an important impact on the development of Charlevoix.



The Norman Ance Industrial Park on the north side of Charlevoix.

SCENIC RESERVE

Scenic Reserve properties include both public and private lands that have high scenic, recreational and aesthetic value. These properties are typically along the water and help define the character of Charlevoix.

Private property owners who actually own the land and those that live in the immediate vicinity are concerned about future development of these properties. The general public also has a keen interest in future development of these properties because of their scenic and environmental value.

Publicly owned examples of Scenic Reserve properties include Depot, Ferry and Michigan Beach Parks, East Park, and City owned land along the north side of the Pine River Channel and the DNR Fisheries Station.

Privately owned examples of scenic reserve properties include Old Island owned by the

Chicago Club, and the beach area on the east side of Ferry owned by the Belvedere Club.

Future zoning considerations should allow for continued recreational facilities and associated development. Limited development should occur in these areas paying special attention to structure heights, setbacks, stormwater management, and other environmental considerations.

PUBLIC AND INSTITUTIONAL FACILITIES

Uses in the Public and Institutional Facilities designation are limited to government and quasi-government facilities such as schools, libraries, and government centers. Examples include the County Building, City Hall, the Electric Department, Water Treatment Plant, the Commission on Aging Building, and the former Charlevoix Middle School building.

4.4 Zoning Analysis and the Zoning Map.

The following Zoning Analysis provides a description of existing zoning districts established by the Zoning Ordinance adopted in 2013 and their uses, and compares that with proposed future land uses. This allows property owners to see how their existing zoning district relates to future land uses. Following this zoning matrix, a scaled down copy of the current zoning map is provided to determine which zoning district your property is located in.

Future Land Use Plan Designation	Corresponding Zoning Districts
Low-Density Residential	R1 and some lots in R2. The intent of this district is to encourage the construction and continued use of land for low density single-family dwellings and to prohibit other uses that would substantially interfere with the development or continuation of single family dwellings. The City should consider implementing new regulations for certain neighborhoods that can better protect and enhance existing and desired neighborhood character.
Medium-Density Residential	R2 - Medium Density Residential. These properties include most residential lots on the southwest side of the City. Typically these residential areas were the first developed as the City spread out from the downtown core. Flexible zoning regulations should allow for and encourage redevelopment and improvement of these older structures consistent with neighborhood character.
High-Density Residential	R4 - Residential Planned High Density; is designed primarily for apartment and condominium style buildings with more units per acre than single family lots.
Residential Multi-family	R2A - Residential Medium Density - Multi-family: These properties include duplexes and could include large Victorian style homes that have been converted into multiple rental units. Careful consideration should be given to ensure these developments do not adversely affect neighborhood character.
Private Club Residential	PC - Private Club Residential; This includes the Belvedere and Chicago Clubs, who have historically been zoned R-1 which has been problematic when administering zoning. The clubs have other recreational and commercial functions within the club boundaries. The homes do not have lots lines surrounding the structures.
Mixed Use	CM – Commercial Mixed Use: This includes developments such as the Edgewater Inn, and older homes on Bridge Street that have offices or retail on the first floor with living space above. Building size, architecture, landscaping and parking will be important factors in ensuring future developments are consistent with the surrounding area.

Future Land Use Plan Designation	Corresponding Zoning Districts
Highway Commercial	The GC – General Commercial District best corresponds to this category and is intended to provide businesses and services usually found in major shopping centers and business areas on the outskirts of the City. The areas are better suited for larger scale commercial developments including shopping centers, big box stores, gas and service stations, chain stores, car dealerships, and fast food restaurants. These commercial uses are not historically located downtown and could detract from the unique character of the downtown.
Downtown Central Business District	CBD - Central Business District: This area is considered the core of the City where a variety of light retail, restaurants, residential (condos), and recreation uses blend to create a vibrant downtown. Special consideration should be given building design and architecture, in addition to addressing parking and congestion problems.
Hospitality Commercial	CH: Commercial Hospitality and some properties in GC and CM: These properties include hotels, motels, potentially bed and breakfasts and associated uses, typically in the same building. Associated uses may include gift shops, restaurants, conference rooms, offices for staff, etc. A number of these properties have separate owners for each unit with oversight by a Board of Directors.
Marine Commercial	MC - Marine Commercial: This area includes a mixture of land uses including marinas, professional offices, single and multi-family residential.
Industrial	I - Industrial: The Norman Ance Industrial Park is the primary focus for future industrial uses and employment areas, where a variety of uses could occur to boost the local economy including manufacturing, information technology, and green (environmental) related industries.
Public Facilities	PF – Public Facilities: This designation includes public buildings such as the Library, City Hall, the County building, and other municipal buildings.
Scenic Reserve	SR - Scenic Reserve: These areas are typically near the water and have high scenic and aesthetic value to the property owners and the general community. Examples include public parks, the City Marina, Michigan Beach, and beach area owned by the Belvedere Club.

City of Charlevoix Zoning District Purpose Statements & Bulk Requirements

Process Methodology:

The zoning districts displayed below are taken verbatim from the City of Charlevoix Zoning Ordinance. The future land use mapping exercise participants should be aware of these district intents and bulk requirements. A future land use plan should set policy for zoning district boundaries and be accompanied by use and broad brush stroke standard policy within the Master Plan Zoning Plan. Utilize the information below to align land use districts to appropriate areas that would align and support the placement of the zoning districts below:

Zoning Districts and Intent Statement:

Residential Districts:

R1 – Low Density Single-Family Residential

- This district is intended to provide stable, low density neighborhoods of predominantly single-family dwellings. This district also permits non-residential uses that contribute to the culture and well-being of single-family neighborhoods, such as parks, schools and churches.

Minimum Lot Area (sq. ft.) 9,000

Minimum Lot Width (ft.) 70

Zoning District	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.)		Principal Structure Minimum Width (ft.)
		Front ³	Side		Rear		1 story	2 stories	
			Interior	Street Side					
R1	26	15 ⁴	10	15	25	40 ⁵	1,040	1,600	20

R2 – Medium Density Single-Family Residential

- The R2 District has the same intent as the R1 District, but allows a slightly higher residential density by permitting smaller minimum lot areas.

Minimum Lot Area (sq. ft.) 6,000

Minimum Lot Width (ft.) 50

Zoning District	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.)		Principal Structure Minimum Width (ft.)
		Front ³	Side		Rear		1 story	2 stories	
			Interior	Street Side					
R2	26	15	8	15	25	40 ⁶	800	1,200	20

R2A – Two-Family Residential

- The R2A District allows for both single-family and two-family (duplex) dwellings in order to allow higher densities in appropriate locations and to provide expanded housing choices. This district also recognizes the existence of older residential areas in the city, where single-family homes have been or can be converted to two-family residences, in order to extend the economic life of these structures and allow the owners to justify the expenditures, repairs and modernization.

Minimum Lot Area (sq. ft.) 9,000¹

Minimum Lot Width (ft.) 80, 70 (conversion of existing homes)

Zoning District	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.)		Principal Structure Minimum Width (ft.)
		Front ³	Side		Rear		1 story	2 stories	
			Interior	Street Side					
R2A	26	15	10	20	30	40	800	1,200	20

R4 – Planned High Density Residential

- This district allows for higher density developments such as condominiums, apartment buildings, site condominiums, townhouses and clustered housing units.

Minimum Lot Area (sq. ft.) 15,000

Minimum Lot Width (ft.) 80

Table 153.072(c): Dimensional Requirements in Multiple-family Dwellings in the R4 Zone									
Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.), based on number of bedrooms ¹			Distance Between Buildings
	Yard Adjacent to:	Front	Side	Rear		1 bedroom/efficiency	2 bedrooms	3 bedrooms	
35	All districts	15	20	35	50	660	780	900	30
NOTES TO TABLE: ¹ For 1- and 2-family units, the floor area requirements of the R2A District shall apply.									

PC – Private Club Residential

- This district is intended to accommodate established single-family residential developments that are generally seasonal in nature, governed by a private club association, and in which the homes are privately owned, but the land is in common ownership.
- (2) In addition, the district may include facilities for the common use and benefit of the members such as clubhouses, boathouses and other recreation related uses such as athletic courts, trail systems and beach cabanas.

Minimum Lot Area (sq. ft.) NA

Minimum Lot Width (ft.) NA

Zoning District	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.)		Principal Structure Minimum Width (ft.)
		Front ³	Side		Rear		1 story	2 stories	
			Interior	Street Side					
PC	26	0	0	0	0	NA	0	0	20

Non-Residential Districts:

GC – General Commercial

- This district accommodates retail and service establishments within the city, particularly along major corridors leading into and out of the city. The uses permitted in the GC District are intended to provide convenient and attractive retail, professional office and service establishments for the community and its rural trade area. This district is intended to accommodate larger scale commercial development and associated uses, due to larger lot sizes and consistency with the existing built commercial environment.

Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
GC	20,000	100	26	15	10	15	25	NA

CBD – Central Business District

- This zone regulates land within the area traditionally considered to be Downtown Charlevoix. Its purpose is to support the central activity area of the city by accommodating a mix of retail, office, service, entertainment and residential uses in a walkable, pedestrian-friendly environment. Business uses which are inconsistent with this purpose or which detract from the convenience of this district are not permitted.

Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
CBD	NA	NA	40	0	0	0	0	NA

CM – Commercial Mixed Use

- This zone is intended to provide a transitional area between the GC and CBD districts on the south side and the CBD and R1 Districts north of the Bridge. This area south of the CBD includes a mix of residential and homes that have been converted to offices or mixed use buildings. Due to smaller lot sizes and structures with residential appearances, the area is intended for professional offices, mixed use buildings, retail and service establishments. This zone is intended to restrict larger scale commercial development, better suited for the outer north and south ends of the city.

Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
CM	9,000	60	35	15	10	15	20	NA

MC – Marine Commercial

- The MC District is established at locations in the community with water frontage to protect and promote the historic and unique heritage of the city. The historic marine use of the waterfront is a keystone to the ambiance of the “fishing village” feeling of the city. This district is intended to accommodate a mix of land uses including single-family, condominiums, marine related commercial and professional offices.

Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
MC	10,000	50	35 ⁺	20	0	0	0	NA

CH – Commercial Hospitality

- The CH District provides for overnight lodging and complementary facilities and services, such as gift shops and restaurants. By precluding larger scale retail and other relatively intense commercial uses, it is intended to be limited to lodging and associated uses to complement the city as a vacation and wedding destination area.

Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
CH	43,560	150	30	25	20	20	30	50/80

PO – Professional Office

This district is intended to accommodate uses that are administrative and/or professional in nature in appropriate areas, without adverse impacts to adjacent residential land uses.

Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
PO	NA	75	26	15	10	15	25	NA

SR – Scenic Reserve

- The purpose of this district is to protect the scenic attributes of certain properties along the shores of the city's abutting lakes where development has not occurred and views to and from the water remain relatively unspoiled. The visual connection to the water and the views from the lakes are considered essential elements of the city's character that bring economic health and vitality to the community. Scenic reserve areas may also be forested lands or natural areas intended to be protected from future development because of their community or environmental value. Any uses permitted within this district must be undertaken in a manner that will respect the environment and the scenic or visual value of the designated areas. The SR District includes both public and private lands that are also highly valued for recreational activities.

Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
SR	NA	NA	' 153.088 (A)	25	20/50 [*]	20/50	50	30

I – Industrial

- This zone is intended to accommodate the industrial needs of the entire community in such a manner that unreasonable noise, dust, vibration or any other like nuisance shall not affect adjoining properties.

Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
I	43,560	150	30	30	20	20	25	60

P – Public Facilities

- This zone is intended to accommodate municipal, county and federal government related buildings and uses. Public facilities also include schools, public parking lots and the Charlevoix Public Library.

Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
P	NA	100	35	20	10	15	15	NA